

Manage Work Experience on Workday HTML Accessible Version

On the Home page select (replace your name with our example user name) the {Link} Jane S. Smith (W2005499)[C]. This will display the View Worker page:

View Worker: {Link} Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]
(Image) Jane_S_Smith.jpg

219917 Contingent Worker
jane.s.smith@maryland.gov {Link} Related Actions for jane.s.smith@maryland.gov

{Button} [My Team]
{Link} View Team

{Link} Baltimore - 301 W. Preston St {Link} Related Actions for Baltimore - 301 W. Preston St {Link} Preview for
Baltimore - 301 W. Preston St

Item 1
Managers
icon-multiple-managers {Link} Related Actions for icon-multiple-managers
Item 1
Manager Title Text: Manager
Vest M. Brown (W0999900)[C] {Link} Related Actions for Vest M. Brown (W0999900)[C] {Link} Preview for Vest
M. Brown (W0999900)[C]

Job
{Link} Professional Profile
{Link} Job Details
{Link} All Jobs
{Link} Job History
{Link} Manager History
{Link} Management Chain
{Link} Organizations
{Link} Worker History

Contact
{Link} Contact
{Link} Emergency Contacts
{Link} Support Roles

Personal
{Link} Personal Information
{Link} IDs
{Link} Names

Performance
{Link} Languages
{Link} Education

Career
{Link} Work Experience

{Link} Certifications

{Link} Training

Select {Link} Work Experience under the section Performance, this will display:

Adding a Language Page

Work Experience for Worker

{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

{Button} [Add]

None entered

Select {Button} [Add], this will display:

Work Experience: Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

{Button} [Add Item]

Item 1

{Button} [Remove Item 1]

Work Experience (required): {Button} [Select Work Experience]

Experience Level: {Button} [Select Experience Level]

Note: {Text Input}

Review this Task

Comment: {Text Input} {Button} [Validate] (optional field)

{Buttons} [Submit] [Save for Later] [Cancel]

For our example we will add the work experience management

{Button} [Select Work Experience], this will display:

Select Value for Work Experience

{Text Input} Search {Button} [Search]

{Radio Buttons}

Managed Groups of

Management Experience

Nature of Supervision Received

Senior Staff

Team Lead

Working Conditions - Hazardous Conditions

Working Conditions - Physical Demands

Working Conditions - Protective Equipment

Working Conditions - Surroundings

{Buttons} [Add] (grayed out) [Cancel]

Select {Radio Button} Management Experience

Select {Button} [Add]

This will return to the Add Work Experience page which has added Management Experience {Button} [Remove Management Experience]

Select {Button} [Select Experience Level], this will display:

Select value for Experience Level

{Text Input} Search {Button} [Search]
Experience Level
{Radio Buttons}
3-5 Years
5+ Years
Up to 3 Years
{Buttons} [Add] (grayed out) [Cancel]

Select {Radio Button} 5+ Years
Select {Button} [Add]

This will return to the Add Work Experience page which has added 5+Years {Button} [Remove 5+ Years]
Enter "Managed Procurement Department of 44 employees." in {Text Input} Note:

Submit Language

Select {Button} [Submit] the screen will display:

You have submitted: {Link} Manage Work Experience: Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]
Page was saved successfully

Details and Process

For:

{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

Overall Process:

{Link} Manage Work Experience: Jane S. Smith (W2005499)[C] {Link} Related Actions for Manage Work Experience: Jane S. Smith (W2005499)[C] {Link} Preview for Manage Work Experience: Jane S. Smith (W2005499)[C]

Overall Status: Successfully Completed

Due Date: 08/14/2015

Details

Item 1

Add / Edit Work Experience

{Button} [Export table to Excel]

Work Experience (required):

Management Experience {Link} Related Actions for Management Experience

Experience Level:

5+ Years {Link} Related Actions for 5+ Years

Note: Managed Procurement Department of 44 employees.

Process

{Button} [Sort] {Button} Export 'Process History' items to Excel

Process History table

(Row 1)

Process: {Link} Manage Work Experience {Link} Related Actions for Manage Languages {Link} Preview for Manage Languages

Step: Manage Work Experience {Link} Related Actions for Manage Work Experience



Status: Step Completed

Completed On: 08/12/2015 08:21:34 AM

Due Date: 08/14/2015

Person: {Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link}
Preview for Jane S. Smith (W2005499)[C]

(Row 2)

Process: {Link} Manage Languages {Link} Related Actions for Manage Languages {Link} Preview for Manage Languages

Step: Approval by HR Coordinator {Link} Related Actions for Approval by HR Coordinator

Status: Awaiting Action

Completed On: (blank)

Due Date: 08/14/2015

Person: Suit Z. Mang (W1051740) (HR Coordinator) {Link} Related Actions for Suit Z. Mang (W1051740) (HR Coordinator) {Link} Preview for Suit Z. Mang (W1051740) (HR Coordinator)

Select the {Button} [Done], the will return you to Work Experience for Worker page. Worker experience will be displayed as it does not require approval. The page is updated to display a table:

Work Experience: Management Experience {link} Related Actions for Management Experience {link} Preview for Management Experience

Experience Level: 5+ Years {link} Related Actions for 5+ Years

Note: Managed Procurement Department of 44 employees.

{Button} [Edit] {Button} [Remove]

Last Updated 8/19/2015